



15 March 1946

TO : All Leave and Time Clerks

FROM: Chief, Fiscal Division

1. It is necessary that a concerted effort be made to assist all offices and individuals concerned in the handling of leave and time reports and related data, particularly in connection with the dispatch of civilian employees to foreign posts. The need for having this information currently in the hands of Payroll Section, as well as individuals who are handling the arrangements with respect to salary and other matters, is such as to warrant additional attention at this time.

2. It is necessary at the time each individual employee departs for his foreign post that, in addition to the regular salary arrangements, data with respect to accumulated annual and sick leave be forwarded to the foreign station. Under present procedure, the absence of this information causes a delay in the submission of all financial arrangements. It, therefore, appears advisable that the Administrative Officer or Time and Leave Clerk in each office or branch, who is assisting with respect to the arrangements relative to individuals being dispatched abroad, give a statement to such individuals showing the amount of leave which has been taken from the last date covered by the previous regular report through the current date. This statement should be presented to the person in the Office of the Chief, Fiscal Division, who is handling the financial arrangements. This will permit computation to be immediately made with respect to the total amounts of both annual and sick leave which must be furnished the Finance Officer located at the foreign post. Prompt attention with respect to the submission of the regular time and leave reports immediately after the close of each bi-weekly period will greatly assist in expediting this matter.

3/ It is very important that each individual who is to be dispatched abroad make preliminary arrangements with respect to salary and foreign payments at the time processing is started. It is essential also that each such individual be directed to report to the person making these financial arrangements immediately prior to his departure so that any final adjustments can be made. At this time the individual will be furnished a statement, signed by the Chief, Fiscal Division, or his authorized representative,

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indicating to the Finance Officer located abroad the effective date of the salary arrangements, the amount to be paid abroad at the end of each 28 day pay period, and the status of the individual with respect to living and quarters allowances which are to be paid effective upon date of arrival, at which time travel per diem ceases.

4. The cooperation of all concerned in order to expedite these matters and to insure proper coordination with finance representatives at foreign posts will be appreciated. Contacts relative to financial arrangements should be made with Miss [redacted] extension 532-3-4. Those pertaining to the regular submission of time and leave reports and other similar information should be handled with the Leave Unit on extension 2251.

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